

CHAPTER 6 TRAVEL

6-1. Travel.

a. Travel arrangements should not be made by the supported MSC/District without either the verbal MFR or the Mission Assignment from FEMA.

Travel arrangements should be made by the supporting MSC/District when:

- a tasker is received from the EOC,
- authorization from your supervisor
- funding is received from the supported MSC/District or the UOC. See sample government orders at Appendix B-11 (Public Law 84-99 funded) and Appendix C-7 (FEMA funded).

b. All deploying personnel should have a government travel credit card. If you do not have

a government travel card, contact your Agency Program Coordinator (APC) to request a card. The deploying personnel have the option of requesting a credit card with or without a credit check. A restricted travel card is the only individual card that is issued to individuals who refuse credit checks. Restricted travel cards are the same in appearance as standard cards; however, they are inactive at issuance. In addition, restricted cards have a lesser credit limit than do standard cards. See local APC for most current credit limitations. At the request of the cardholder, the APC may activate the restricted card for a specific travel event. Bank of America will expedite the card to the designated area of your choice at a charge of \$20. The \$20 charge is reimbursable to the traveler. In the event ATM machines are not available or operable at the disaster site, support personnel should obtain sufficient cash prior to deployment. To have the ATM withdrawal limit raised, the team member must coordinate with their APC at his/her home duty station.

c. All travel orders should have the Variation Authorized block marked as well as having travel remarks authorizing the use of military aircraft and that government quarters and/or meals should be provided, if applicable. Dual lodging should be authorized **only in very limited situations** for the good of the mission based on "Emergency" conditions (i.e., Hotel room must be retained at the site while the traveler returns to Permanent Duty Station (PDS) due to non-availability on return). Coordination and written authorization should be done through the Emergency Manager, ESF #3, and FEMA FCO or his/her designee.

d. All entitlements (i.e., rental car, dual lodging, etc) must be authorized on government orders from the UOC or the supported MSC/District, in order to be reflected in the travel order.

e. Travelers are not entitled to reimbursement for lodging and/or meals (including meals-ready-to-eat) when furnished by the government or private entity.

f. Reimbursement should be limited to lodging plus **unless prior authorization for actual lodging expense has been authorized** by the UOC or the supported MSC/District. See Appendix D-1 through D-5 for sample formats of actual expense allowance authorization and lodging categories.

g. Travel vouchers should be submitted to the permanent duty station (PDS) EOC at the end of the TDY or every 30 days if on extended TDY (more than 30 days). Employees on extended TDY **may** be authorized a return trip to their PDS. TDY personnel should understand that the trip is to return to their permanent duty station. Neither overtime nor Compensatory Time for Travel is authorized during this process, as this travel is voluntary, not required. Airline tickets for travel authorized as part of a temporary return to PDS during extended TDY will be paid for by the mission. If authorized, the trip from the disaster site may only be to the PDS, and not an alternate destination.

h. CEFMS inaccessibility is not a valid justification for non-submittal of travel vouchers. The signed travel voucher information with travel orders may be faxed for CEFMS entry by the office designee. The traveler must forward a signed voucher with supporting documentation to the approving official as soon as possible.

i. A Direct Charge Matrix has been established to provide guidance for travel charges in support of an emergency effort under the Stafford Act. To ensure travel is properly charged, please refer to the matrix at Appendix C-8 through C-14.

j. When traveling on pre-declaration funding and an emergency and/or major Disaster Declaration is issued; a new travel order should be created to reflect the new work item. When processing travel vouchers for multiple missions, each voucher should be a "Partial" to be reimbursed correctly. See matrix in Appendix D-6.

k. If arduous travel occurs, lodging can be authorized up to 300% of the applicable lodging rate. Authorization can only be provided by a GS-15 or higher level. See HR Annex F to OPOD 2006-25 USACE Support to NRP for guidance on "arduous travel."

6-2. Travel Confirmatory Orders Memorandum For Record (Verbal MFR).

Early Responders must obtain confirmatory travel authorization as provided in the memorandum dated 03 April 2006; subject: Confirmatory Travel for First Responders During a Disaster see Appendix D-7/D-8). The individual traveler must have the following information listed below for the confirmatory travel authorization:

- a. Date requested.
- b. Date to proceed.
- c. Approximate number of days of TDY.
- d. Mode of transportation.
- e. Itinerary (To and From).
- f. Estimated costs (per Diem, Travel, Misc., Total).
- g. TDY Purpose (e.g., in response to hurricane).
- h. Verbal or Mission Assignment Number (Pre-Declaration/Emergency Declaration/Post Declaration).

Note: This information is required for legal authorization and must be provided to enter travel orders in CEFMS at a later date. For Confirmatory Order(s) there are no travel orders processed through CEFMS at the time of departure. Early Responder(s) are authorized to charge Airline Ticket(s) on their Government Credit Card. See subject memo: Use of Individually Billed Account (IBA) Government Travel Card to Purchase Airline Tickets for Emergency Operations Funded by FEMA see Appendix D-9/D-10 and D-11. .

